UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

August 12, 1940.

MEMORANDUM FOR BUREAU EDITORS

Duplicated material of confidential or administrative nature is occasionally being listed in the catalog of the Library of the Superintendent of Documents. These listings sometimes result in requests for material which bureaus do not wish to meet.

We have been endeavoring carefully to eliminate the listing of all administrative and confidential matter in our monthly report on duplicated work to the Superintendent of Documents. It is not always possible, however, to identify jobs done purely for administrative use, and the Superintendent of Documents has access to duplicated matter from various sources other than our regular report.

We think, therefore, that it would be a good idea for your bureau to have the front page of each job that should not be listed marked either "confidential" or "for administrative use." It is also important that all processed jobs be dated and identified by bureau.

Jerome J. Henry,
Assistant to the Director.

August 1, 1939

MEMORANDUM FOR BUREAU EDITORS

Marking, Editing, and Arranging and Citing
Illustrations or Legends

This memorandum supersedes the memorandum of December 1, 1932, regarding the marking of illustrations and legends for illustrations.

Marking Illustrations

Ordinarily separate parts of a plate or figure should be marked with italic capital letters. The subparts should be designated by lower-case italic letters. These letters may be either *a*, *b*, *c*, etc., or they may be abbreviations or symbolic abbreviations of the names of tissues or parts concerned. In any case there should be no space between the letters nor periods following either the letters or the abbreviations.

Illustrations of machinery, apparatus, or equipment may be published according to the rules of the Patent Office, in which case it may be necessary to designate the subparts by figures rather than by letters. This may also be done when the number or parts exceeds the number of letters in the alphabet. It may also be advisable in rare cases to use both figures and lower-case italic letters for subparts.

The lines in a graph may be designated by either lower-case italic letters or names as seems best.

Several separate objects shown in the same picture (as pots of plants) should be designated by capital italic letters unless there are two or more pictures on the same plate or text figure. Each picture should be designated by a capital italic letter and each subpart (a pot of plants in this instance) should be designated by a lower-case italic letter. Rows of plants or experimental plots should be labeled with lower-case italic letters.

Editing Legends

Legends for illustrations should be set in 8-pt. roman lower case. In order that they may be edited uniformly, the following style is suggested:

Figure Legends of Two or More Parts Designated by Italic Letters

A. Without an introductory statement.

1. Designating letters should be followed by commas, the sublegends separated by semicolons, and each sublegend,

except the first, begun with a lower-case letter, thus:

Figure 3. --A, Cross section of alfalfa root; B, diseased alfalfa plants; C, leaves from healthy alfalfa plant.

2. If any sublegend consists of two or more sentences, each designating letter should be followed by a comma, and each sublegend should be followed by a period.

3. In some types of legends it is necessary to place the italic reference letters in parentheses to save space and avoid repetition, thus:

Figure 5. --Percentage base saturation (A) and pH value (B) of soils beneath three forest types.

B. With an introductory statement.

1. If the introductory statement is followed by a colon, designating letters should be followed by commas, the sublegends separated by semicolons, and each sublegend, except the first, begun with a lower-case letter, thus:

Figure 1. --Screen cages on poles: A, Cages of first type; B, cages of second type; C, cages of third type.

2. If any sublegend consists of two or more sentences, the introductory statement should be followed by a period instead of a colon. Each designating letter should be followed by a comma, and each sublegend should be followed by a period.

3. When subparts of a part are referred to in a legend the introductory statement, if any, should be followed by a period, the legend after each capital designating letter by a colon, and the legend after each lower-case designating letter (except the last) by a semicolon, thus:

Figure 4. --Frame and fertilizer depositors. A, Frame with side-placement depositors attached: a, Pair of single-disk furrow openers; b, fertilizer-delivery tube; c, disk vertical adjustment. B, Depositor for mixing fertilizer: a, Shovel for depositing fertilizer in a band; b, special mixing shovel.

C. Explanatory matter following a caption beneath an illustration will be centered (or set flush with hanging indention) and will carry the final period.

D. Occasionally or rarely it may be desirable to separate parts of a very long legend into paragraphs, corresponding to the parts of the illustration. In that case each paragraph should begin with the appropriate letter followed by a period and dash, and a period should be inserted after each paragraph.

Plate Legends

The same general rules apply for plate legends as for figure legends. However, when a plate consists of several parts and space permits, each sublegend may be set as a separate paragraph. A period and dash should then be used after each designating letter. For the sake of uniformity a period should be inserted after each paragraph.

Arranging and Citing Illustrations

Whether the illustrations are plates or text figures, economy of space in placing or arranging the parts, particularly if they are numerous, should usually have greater weight than logical arrangement. In lettering the parts the strict alphabetical order makes for a better appearance, but it may not be desirable for the reason that the order of mention in the text and legend should properly follow the biological, chronological, or logical order. In such cases it is suggested that the lettering be done in harmony with the order in which the parts should be cited in the text and legend even though this results in what may appear to be a haphazard arrangement of the letters. Text and legend references will thus be in both logical and alphabetical order and there should be little difficulty in finding the labeled parts of the illustrations.

H. C. Herrill

Chief of Publications

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

August 17, 1940.

MEMORANDUM FOR CHIEFS AND EDITORS OF BUREAUS AND OFFICES

Manuscripts of several public addresses delivered recently by scientists or officials have arrived at the Office of Information too late to make practical the issue of spot news releases based on the contents. As a result, the public has failed to get full value from the time, money and effort represented by the speeches. Some bureaus handle this problem better than others, but in general we have not been developing fully this phase of information work. I am sending this memorandum to all chiefs of bureaus and to bureau editors to emphasize the importance of being constantly on the watch for the spot news values in speeches and reports with a view either to preparing news releases in the bureau or to forwarding manuscripts to this office in time for preparation and mailing of news stories that can reach newspapers and periodicals in time for use as spot news.

A great part of the effective work of the Department concentrates eventually into information campaigns. Some of these campaigns give farmers results of research and of farm experience indicating the need for and the method of bringing about improvement in specific farming practices. Examples are the recent information program on the place of lespedeza in southern cropping systems; the current grassland campaigns in all sections of the country; and the information phases of the agricultural conservation program. Other information campaigns aim to report to all citizens the progress of our work -- research, land use planning, soil conservation, introduction and breeding of superior crop plants and livestock, etc. Campaigns of either type can not be ended in a day or a year, or often in five years. They must carry a continuing flow of information to the public. The job of responsible Department officers is to keep the facts before the public, to keep hammering away by putting out new facts, and repeating old facts in new connections.

A great many of the speeches delivered by a scientists or official of the Department are "news" -- for a day, or a week. They are events. Whether an editor or a reader agrees with the facts cited or the opinions expressed, they are news for the moment, and in practical handling in the press the spot news presentation gets a somewhat different reception than

material put out as official advocacy. The phrase, "said today", in a release carries weight in newspaper offices for which there is no substitute. It is a factor that has not had as much consideration as it warrants.

I am thinking at the moment of an address delivered at a State agricultural college before a short course for farm women but dealing with an important national policy on which the Department has expended thousands of dollars in research, publication, and advocacy. If it was worth while for the bureau to allow time for the preparation of the address, pay expenses of the speaker to the meeting, and interrupt the ordinary work of the speaker for the sake of putting the facts before an audience of perhaps two or three hundred persons, it is almost certainly worth the effort of the bureau to give further circulation to the facts and opinions by making the same material available for publications which may reach thousands for every one the speaker can address directly. The intelligently prepared spot type of release has the chance of multiplying the effectiveness of the address at relatively slight added expense to the Department.

When viewed over the years, many releases from the Department that are never printed widely are by no means wasted. The soil erosion educational campaign of the '20's is an impressive example of long time effectiveness of steady, consistent and intelligent support of a major policy even when it was not "hot news." For years the Press Service issued many spot releases in support of Doctor Bennett's campaign of education. The output at times seemed out of proportion to its effect in the press, but when dust storms and floods made the issue acute -- made erosion "hot news" -- the response was gratifying. The fact appeared that we had been informing editors and correspondents even though they failed to publish much of the material we issued. The public had learned something of the situation and editors had learned even more, and the campaign progressed far more satisfactorily in the '30's than it could have without the patient groundwork of the continuing campaign of basic information in the '20's.

The same type of informational effort is called for in support of many current lines of work of the Department -- major and minor. The public service of research activities and action programs will heavily depend in the long run on how well we report them to editors and readers of the Nation's press.

In general, the bureau editors ought to be best equipped to judge the importance and significance of speeches and reports in their fields and the values as spot news. In case of doubt or in the event of rush work in bureaus that prevents preparation of releases in the bureaus, please call Mr. Bledsoe, Mr. Jarrett, or me, and we will try to arrange for the handling of the release.

Early receipt of the carbon copies of addresses and articles, well in advance of delivery or publication, is desirable to help us to check the possibilities for news presentation and to go ahead with work on the many activities in which several bureaus are interested and involved and in which responsibility for news treatment does not fall on any one bureau. Carbon copies on yellow paper or on white paper heavy enough to make reading easy will help in this checking.

Morse Salisbury

Morse Salisbury,
Acting Director of Information.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF INFORMATION
WASHINGTON

October 31, 1940.

MEMORANDUM FOR BUREAU CHIEFS AND EDITORS

Attached is a letter from the Public Printer to the Secretary. This letter describes steps which the Government Printing Office is taking, effective November 1, to improve and speed up service to the various departments. Following are listed the main points in the letter:

1. The GPO will set up a production-control system to guarantee uniform deliveries on all jobs.

2. The 20 percent rush charge will be eliminated, but if extraordinary charges are involved in producing jobs requiring priority an additional charge will be made to cover the extraordinary expense.

3. The GPO is preparing a list of most reliable and best equipped commercial printers in the United States and is gathering all pertinent information for use if it becomes advisable to procure from outside sources printing that cannot satisfactorily be performed in the Printing Office. Men are being trained to analyze each job under consideration for outside procurement, to prepare specifications, and to evaluate the bids.

4. The GPO has specialists in preparation of copy, design, and lay-out who are available to the Department for service and consultation.

In accordance with the request of the Public Printer, the Printing Section of the Office of Information will review all requisitions of the Department now at the Printing Office. With the cooperation of bureau representatives the jobs will be listed in the order of importance from the standpoint of date of delivery. The Public Printer has asked us to allow as much time as possible for completing work and has promised to do everything possible to deliver each job in advance of the date set.

The attached instructions and form have been prepared to assist you in working with the Printing Section in a way that will make it possible to take full advantage of the improvements made by the Printing Office. Each month you will be asked to indicate jobs for which you will require preferential handling.

The plan to list monthly work for preferential handling has been presented in detail and approved in substance by the Superintendent of Planning, Mr. R. A. Ritter, at the Printing Office. We are planning to have Mr. Ritter address a gathering of Department employees whose duties include the handling of printing requests in the near future. At this meeting Mr. Ritter will explain the operation of the system designed to speed production of current work. If editors wish to discuss the procedures in further detail, Mr. LaPelle and Mr. Conway of the Printing Section will be very glad to have them call. They will be notified the time when Mr. Ritter can meet with us.

We do not expect that in the first month or two the Printing Office will be able to deliver more than 60 to 70 percent of the preferential jobs during the month specified but we believe that this effort to deliver the most urgent jobs promptly is an important step toward more nearly meeting printing requirements.

We have prepared a letter for the Secretary in reply to the letter from the Public Printer stating that we are very much pleased with the plans being put into effect and promising full cooperation in the effort to assure more efficient production of Department printing.

Sincerely yours,

Morse Salisbury

Morse Salisbury,
Acting Director of Information.

(Enclosures)

UNITED STATES GOVERNMENT PRINTING OFFICE

Washington, D. C.

October 21, 1940.

The Hon. Claude R. Wickard,
Secretary of Agriculture,
Washington, D. C.

Dear Sir:

In order that the Government Printing Office may be in a better position to assist you more efficiently in meeting your needs at this time and during the emergency, I would appreciate it if you could have your requisitions now with this Office reviewed very carefully and listed in the order of their importance from the standpoint of date of delivery. In order to prevent embarrassment or serious interference with your operations, please indicate the dates on which deliveries must be made. As you well know, the demands now being made upon the Government Printing Office are more taxing than ever before in its history; therefore, if you will be as tolerant as possible in indicating these dates, this Office will do everything possible to deliver in advance of the dates set.

We sincerely regret the delays that have occurred in connection with some of your jobs which were not specifically called to our attention. These delays are due to many causes beyond our control, including our moving program, the tremendous volume of work in the plant and the fact that your Department has in many instances found it necessary to delay some of your work by placing other jobs which demanded immediate attention ahead of the jobs already scheduled for production.

I am pleased to advise and believe you will be interested to know that the moving of our production equipment is practically complete. From a production standpoint the Office is now better equipped to meet your demands economically and efficiently than it has ever been. Beginning November 1 - and made possible by our move into the new building and by the retirements for age of our former Production Manager and Superintendent of Planning who have been replaced by younger men more recently from the commercial fields - we are setting up a production control system that will guarantee uniform deliveries on all jobs presented to the Office regardless of whether they are followed up by your Department or not. This will also eliminate the usual 20 percent rush charge. Provision in this system, of course, is being made to handle emergency work that for unusual reasons can not take its regular course. But even in connection with these jobs which, I am sure, you will hold to the minimum,

no extra charge will be made unless extraordinary expenses are necessarily incurred by this Office in order to meet your demands and such charges will cover only such extraordinary expenses.

I believe you will also be pleased to know that the Office is preparing a list of the most reliable and best equipped printers in the various printing centers of the United States. The purpose of this is to have immediately available all pertinent information in case it becomes advisable to procure for you from outside sources any work that can not be satisfactorily performed in the Government Printing Office within time to meet your needs.

As a further step in this direction we are training men who have special knowledge of commercial printing conditions to analyze each job under consideration for outside procurement, to prepare the necessary technical specifications involved and to evaluate the bids received. We feel that this will serve at least a two-fold purpose in that the Government Printing Office will be in a position to give you the service and assistance you should reasonably expect in carrying out the duties imposed upon you and will further eliminate the confusion, waste and excessive charges for printing that resulted during the '17, '18, and '19 period.

May I suggest that you can materially assist us - and it necessarily follows, your Department - by anticipating your demands insofar as it is possible to do so and by consulting and advising with us during the preparation of your copy. We have at your disposal specialists in the preparation of copy, design and layout who may be able to make suggestions to your properly authorized representative that would make possible a speedier production at a smaller cost of many of your jobs. We would be more than pleased to have the opportunity to assist you in this or in any other manner.

Very truly yours,

/s/ A. E. Giegengack

Public Printer.

INSTRUCTIONS FOR SCHEDULING CURRENT PRINTING REQUISITIONS

On November 1, 1940, the Government Printing Office will put into effect a production-control plan to facilitate departmental printing.

The plan will operate as follows:

1. Schedules — Each printing job will be planned for completion on the basis of the actual work hours involved. Retention of proofs by Department bureaus will be an important element in the scheduling of delivery dates. Work will generally be scheduled for completion in 45 or 60 days.

2. Elimination of the 20 Percent Additional Charge -- This charge will no longer be permitted. A job of "rush" nature necessitating preferential handling will continue to be treated with preference. A reasonable "date of request for delivery" will be recognized and the effort made to meet it. No printing requisition should carry a request for less than 30-day delivery unless the work is of the utmost urgency. Even then specific promise for delivery will not be given by the Printing Section until the Superintendent of Planning or Production Manager at the Printing Office has approved the request. Printing of extremely urgent nature will be given preferential handling by the Government Printing Office and will be charged for on the basis of any overtime work involved.

The Printing Section of the Office of Information has prepared the accompanying form for use in recording all jobs and in designating jobs which should be given priority. The Office of Information will use two other forms in preparing master lists for the whole Department.

The Printing Section would appreciate your cooperation in taking a complete and immediate inventory of all printing requests which your office has registered with us — work that is actually at the Government Printing Office and on which you are awaiting either proof or delivery. When the inventory has been completed all work should be listed on the "Bureau Request" form. Please use the form in the following manner:

1. Enter the bureau name in the heading. In the blank space following the words "Prior to" in the heading enter the date as the first of the month following the 30-day period during which you will require delivery on preferential jobs, for example, enter "December 1" on the form to be returned to the Printing Section near the end of October, "January 1" on the form to be returned near the end of November, and so on.

2. Under "Bureau Request No." enter the bureau number which was assigned to the original request from which this Office prepared the printing requisition.

3. Under "Dept. Req. No." enter the Department number assigned by this Office to the requisition.

4. Under "G.P.O. Jacket No." enter the Government Printing Office jacket number if it is available.

5. Under "Date to G.P.O." enter the month, day, and year the job went to the Government Printing Office.

6. Under "Category" indicate with a cross mark in the proper column the nature of the job -- job printing or publication.

7. Under "Action desired" indicate with a cross mark in the proper column the action desired -- (galley proofs or illustrations or both or page proof). If you have previously returned all proof to this Office and have indicated that no further proof is required, then, and only then, indicate delivery with a cross mark in the proper column. Do not indicate delivery if further proof is required by your office.

8. Under "Acceptable date of desired action" indicate the date which will be acceptable for the action desired -- and indicated -- in the previous columns. All dates specified should be between November 5 and December 1 and so on for subsequent months. Dates should be entered only opposite the work on which you must have preferential handling during the month of November and so on.

A master list will be compiled each month for submission to the Government Printing Office. Consideration will be given to the reasonableness of bureau requests for desired action. Dates may be amended prior to the compilation of the master list. Each bureau will be given a pro rata share of jobs carried on the master list each month. The pro rata share for your bureau will be based on the past delivery records, the number of bureau requests handled yearly, and on other factors as necessary.

For convenience and efficiency, it is suggested that one person in your office be given responsibility for compiling the lists promptly. The completed lists should be forwarded to Room 542, Administration Bldg., on or before the 26th of each month. This will allow 4 days in which to compile a master list for submission to the Government Printing Office on the first of the following month, giving the jobs to be worked out in the next 30-day period. Proofs or completed work received during the 4-day interim will, of course, be eliminated from the lists by the Printing Section.

For further information and additional copies of the blank form call Mr. LaPelle or Mr. Conway of the Printing Section, branch 5585.

M. C. Merrill

M. C. Merrill,
Chief of Publications.

UNITED STATES DEPARTMENT OF AGRICULTURE
Washington, D.C.

February 5, 1941.

Note to Editors and Correspondents:

At the direction of Secretary Wickard, I am calling your attention again to the availability of a complete report on the operations of REA borrowers. It is released for Thursday (Feb.6) morning papers and its availability was first announced January 30. This is a bulky document, giving the complete record of borrowings, repayments due, and repayments made by each of the cooperative and other borrowers from the Rural Electrification Administration. We have therefore not distributed it to our messenger and mailing lists.

The report is one of the most comprehensive summaries of operating data ever issued by a Governmental lending agency. It gives the story insofar as it is available here on each and every REA borrower. There are many unfilled gaps, and not all the figures are comparable. REA borrowers are private corporations, subject only to limited Federal control. But the report lays on the table all the cards in the possession of the REA.

The information contained in the summary gives operating figures which have been asked for by a number of newspaper correspondents and editors. Those whose specific requests are on file have been supplied with the summary. Any others who wish it may get it by calling or writing the Press Service, United States Department of Agriculture, Washington, D.C.

Morse Salisbury
Director of Information

1584-41

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INFORMATION
WASHINGTON

January 23, 1941.

MEMORANDUM FOR BUREAU EDITORS
REGARDING THE NUMBER OF COPIES DESIRED OF
THE NEW DEPARTMENT DIRECTORY

The manuscript for the new "Directory of Organization and Field Activities of the Department of Agriculture", Miscellaneous Publication 431, is now ready for the printer. To determine rather accurately the size of the edition to be printed it will be necessary to obtain as soon as possible the information as to the requirements of each bureau for copies.

Will you therefore please canvass the situation in your bureau and let Mr. Downes of the Mailing Lists Section know how many copies are required. With this information at hand, we shall alter as necessary the tentative size of the edition specified on the requisition sent to the Printing Office. Prompt action will be appreciated.

If the edition is not too large we shall have the publication run off from type as heretofore instead of being plated. That will mean that no additional copies can be obtained after the supply has been distributed. Some of the bureaus had need for more copies after the present edition was published, but it was too late to obtain them.

M.C. Merrill

M.C. Merrill,
Chief of Publications.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INFORMATION
WASHINGTON

PUBLICATIONS
PRESS SERVICE
RADIO SERVICE

July 1, 1941.

MEMORANDUM FOR BUREAU EDITORS

CONCERNING THE PURCHASE OF REPRINTS IN OUTSIDE JOURNALS

There seems to be some misunderstanding about the policy and procedure in purchasing reprints from outside journals. There is only one fund from which such reprints may be purchased and that is the Printing and Binding Fund, the use of which for that purpose is specifically authorized each year by the Congress. But this authorization applies only to articles of scientific and technical nature, and this point should be kept clearly in mind. General discussional, administrative, or informational articles, no matter how interesting or important, do not come within the category of those purchasable. The discussions and understandings in the Congressional Committee when approval was obtained for this use of the printing fund practically limit this approval to research articles carrying the results derived from authorized projects, or technical compilations or interpretations of research material. Furthermore, Department policy excludes the purchase of reprints of articles that appear in processed journals, but there are few in this class.

Occasionally this Office is asked to approve vouchers for payment of separates already received, even before the purchase was authorized. This happens because the publisher of the journal mistakes the letter of inquiry as to cost or the request for an estimate of the cost for the actual order and proceeds to fill it. To avoid possible embarrassment, all in your bureau who carry on this preliminary correspondence with publishers should make it clear that the preliminary inquiry is not to be considered as a purchase order. Of course an author may order copies that he expects to pay for himself, but in placing his own order he should be sure that he does not obligate the Department to purchase until approval has been obtained.

Nothing here said should be interpreted as lessening the importance of always getting an estimate of the cost in advance of placing the order. We occasionally find the final bill much higher than the estimated cost and it is necessary for us to scrutinize such increases to make certain that they are justified before the voucher is signed.

For your further information on this subject I am sending herewith revised copies of the Rules and Regulations Governing the Purchase of Reprints. If you wish additional copies to circulate to those concerned with this matter in your bureau, please let me know.

M. C. Merrill

M. C. Merrill,
Chief of Publications.

Enclosures 2

Rules and Regulations Governing the Purchase of Reprints of Articles Prepared by Department of Agriculture Personnel and Issued in Publications Outside of the Department of Agriculture

A. Policy

1. The printing and binding appropriation can be used to purchase reprints of articles prepared officially by Departmental personnel and published in nongovernmental journals. (See paragraph 1346 in Department Regulations.) However, because the printing fund is inadequate to meet even the ordinary printing requirements of the Department, it is necessary rigidly to restrict the purchasing of separates. Such purchases should be in the public interest and definitely helpful to the bureau in carrying forward its projects or in answering correspondence.

2. For a purchase to receive approval of the Office of Information it must be recommended by the chief of the bureau involved or by the various bureau chiefs in case the personnel of two or more bureaus are joint authors of the paper.

3. Only separates of scientific and technical articles can be purchased. Funds cannot be used for the purchase of popular, propagandizing, or general informational articles.

4. Approval cannot be given for the purchase of separates of articles which, because of their character or content, were disapproved by either the bureau concerned or the Office of Information for official publication.

5. The cost of separates purchased will be charged against the allotments of the bureaus requesting them.

6. The number of copies of a separate ordered must be kept to the minimum necessary. No more than 200 will be approved unless the circumstances are extraordinary enough to justify it.

7. The Department will not pay for composition costs, illustration cuts, or space, but only for the cost of running the separate off the press after the article has been set in type for incorporation in the journal. The separates will in all cases be ordered without covers, unless the author wishes to pay for them himself, as no additional charge to the Department for them will be allowed.

8. Reprints will not be purchased of articles published in journals that are processed instead of printed.

B. Procedure in Making Purchase

1. The bureau of origin should anticipate its needs and obtain an estimate of cost from the publisher before the order is placed. This estimate should be for the separates delivered to the Department and express or parcel post charges should not be shown separately. The publisher should not construe a request for prices as an official order but wait for the formal purchase order from the Office of Information.

2. The estimated cost of the reprints or a printed schedule of prices should accompany the bureau's printing request sent to the Office of Information.

3. The chief of the bureau should indicate his approval either on the printing request, or in an accompanying letter. If there are special circumstances which the Office of Information should take into consideration in arriving at a decision, these should be set forth.

4. A carbon copy of the article must accompany the printing request. Before submitting the request the bureau chief will make certain that the article in question has complied with the requirements set forth in Department Regulations 1231 and 1336.

5. Requests must reach the Office of Information promptly so that time is available for consideration, for preparation of requisitions, for routing requisitions through the Bureau Accounting Service, and for submission of the order to the publisher. Should an order reach the publisher after the type has been distributed it will be canceled.

6. The separates purchased should be sent by the publisher to Room 505 Administration Building, Division of Publications, Office of Information; this Office will retain one permanent file copy of each separate, will send one copy to the Department Library, and will forward the remainder of the order to the bureau editor rather than to the author, as the bureau will have general direction of the distribution of the separates.

7. If, by mistake the reprints are mailed by the publisher direct to the bureau or author, whoever receives them should immediately notify the Chief of Publications and forward two copies to him. Otherwise the payment of the voucher is unnecessarily delayed.

8. If for any reason an article is processed by the Department for distribution, purchase of separates of the same article in an outside journal will ordinarily be regarded as unnecessary.

July 1, 1941.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INFORMATION
WASHINGTON, D. C.

PUBLICATIONS
PRESS SERVICE
RADIO SERVICE

August 1, 1941

MEMORANDUM FOR BUREAU EDITORS

As you no doubt know, the statistical editor in the Division of Publications devotes her time to the statistical and mathematical checking of manuscripts submitted for publication. As an aid in this work she suggested that it might be helpful, in working out statistical and mathematical questions continually arising in the analysis of scientific problems, if the authors of manuscripts were given the opportunity to note hints and suggestions, and enter into discussions in connection with points of general application.

To this end, it is believed that a numbered sheet, to be called a Statistical Service Sheet and issued occasionally, should be of assistance. As these articles would be of increased value and interest because of the greater originality and wider applicability of ideas if written by various members of the Department, this plan will be followed. Several statisticians and technical workers in the Department have offered to submit notes, and each has his own idea about a helpful subject. The intention is to treat the subjects clearly and simply and make the sheets informal and suggestive and as useful as possible.

The first number of the series is attached. I am sending along a number of copies to be distributed to the technical workers of your bureau, and I shall be glad to get opinions on the value of such a project. If more copies are wanted, please let me know. Some may wish to keep this material on file for reference, and for their convenience marginal holes will be punched in the sheets.

If any members of your bureau have notes or short articles they consider suitable for this series, the material will be appreciated.

Sincerely yours,

M. C. Merrill

M. C. Merrill,
Chief of Publications.

(Enclosures)

A WEIGHTY MATTER

Both the business man and the scientist have their accounting systems. One is referred to as bookkeeping, the other as statistics. Each involves a necessary routine which is seldom spectacular, but which is of inestimable value in analyzing the true condition of affairs. The business man watches keenly actual items of income and expense for he must keep these in due proportion. Occasionally a scientist, however, is inclined to overlook the fact that a good system requires evaluation of quantities that are his stock in trade. Such evaluation may be thought of as a measure of the relative importance of these quantities in the transaction.

Relative values may be determined in more than one way or may be influenced by more than one factor. For example, Van Uven notes that "we know that some observations were made under favourable circumstances, while we felt less sure about other observations, either on account of personal indisposition, or of imperfections of the measuring instrument, or of vagueness of the object observed."

Such thoughts arise in connection with certain types of physical experimentation. A more simple notion arises from a consideration of the relative sizes of the data-groups from which quantities are obtained. We know that a quantity obtained from a large group is a good one in the sense that it is highly probable that it represents the true, but unknown, value, while a quantity from a small group yields a result less probable of representing the truth. It is not fair, therefore, as Tippett points out, to give all groups, whether large or small, the same weight. In combining quantities from groups of different sizes, obviously those from the larger groups are of greater importance and those from the smaller groups of lesser importance in determining a general value. Thus, for example, when calculating a general mean by combining a number of arithmetic means, $\bar{X}_1$, $\bar{X}_2$,... , found from samples of N_1, N_2,... , we would ordinarily give them weights proportional to the numbers N_1, N_2,..... However obvious, this fact is still often overlooked when accounts are balanced. Thus, we may say that experimental quantities should be weighted according to their reliability.

There may be special problems in which weights must be considered from several different points of view. This discussion is designed to cover those simple problems in which weights should normally be incorporated in the process of analysis, but are too often forgotten.

Some have said that since all values presented are good, because they are the best that could be obtained, they are, therefore, all equally good. It is easy to perceive the flaw in this reasoning if one will hold the work at arm's length.

Again, because the original plan of the experiment called for equally weighted groups, one has occasionally heard the contention that, whether the plan is attained or not, any need for correction is eliminated. But, can the mere desire govern the procedure to be used with the data obtained?

At times, it has been declared that the results would have been the same even if it had been possible to get groups of equal weight. But after demonstrating uniformity of results under several systems of weighting Bowley says that without such information "we should have no clue to the magnitude of the error introduced by erroneous weights. It is never safe *** to assume that weights can be neglected, and an unweighted average used without first examining the group in question, trying various systems, and seeing that the resulting average is stable."

The question now arises as to how weights may be determined. It can be shown that weights of functions are inversely proportional to their variances, where variance is defined as the square of the standard deviation. But, from well-known formulas, it is seen that the variance is inversely proportional to the number of observations from which the function is calculated. It follows then that the weights will be directly proportional to the number of observations. This is so since for any given population the variance will be a constant. Since weights are relative quantities, that is relative to each other, the constant value may be cancelled out, and the remaining quantities are just the sample sizes.

Fisher defines amount of information as a quantity which is inversely proportional to the variance. Thus, it follows that the amount of information and the weight would be related directly, and related then directly to the size of the sample. This relation is certainly a logical one.

The confidence to be placed in any given function would, naturally, depend upon the variability of the components or individuals from which the function is calculated. Thus, a value is accepted with less confidence when the dispersion among its components is relatively large. Conversely, greater confidence is associated with a function derived from a set of values with relatively little dispersion. This dispersion is usually measured in terms of the standard deviation or variance. Thus, the inverse relationship between confidence and dispersion is apparent. Weight may be considered as a yardstick for measuring, to a certain extent, the confidence with which we should accept different quantities as being representative of the field of investigation.

Though stated above, it might be well to add a caution. The question of weight reduces to one of sample size when the variance or surrounding circumstances remain constant. Thus, if measurements were made on an eclipse by two observers, and if one of them took five readings with an inaccurate device while the other took two readings with a highly polished lens, the weighting would not be just a matter of the number of readings.

It is well to add, too, that if the original observations are inaccurate, no amount of weighting will produce any kind of reliable or unbiased result for there would be no way of measuring the bias.

Marion M. Sandomire,
Editorial Section, Division of Publications.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INFORMATION
WASHINGTON

PUBLICATIONS
PRESS SERVICE
RADIO SERVICE

August 10, 1941

MEMORANDUM FOR BUREAU EDITORS

Use of the printed bibliographical guide to citations to literature in Department publications, issued a few years ago, consultation with officials in the various bureaus, examination of recognized scientific journals, and observation of the lack of uniformity in the synonymies in the Department material submitted for publication have made it advisable to amend the section entitled "Synonymy" in the guide mentioned. It should therefore read as follows:

In synonymy the author's name and the title of the periodical or work cited are abbreviated in accordance with scientific custom and Miscellaneous Publication 337.

Commas are used throughout, except for the periods in abbreviations and the colons that separate the volume and page numbers.

If one author publishes a name for another, the names of both are given, that of the publishing author second. The two are separated by "ex" if the first author is responsibile for the name only and by "in" if he contributes both name and description.

The publishing author's name is followed by the year of publication and the title of the work or periodical.

The volume number follows the title of the work or periodical without intervening punctuation and is in turn followed by a colon and the page number or by a comma and the abbreviation "p." or "pp."

The scientific names are set in italic and the author's name, as well as the rest of the citation, in roman type.

Examples

Limonia Schwemfurthii Engler, 1895, Notizbl. K. Bot. Gart. u. Mus. Berlin 1: 29.

Citrus articulata Willd. ex (or in) Spreng., 1826, Syst. Veg. 3: 334.

Formici moki Wheeler, 1906, Amer. Mus. Nat. Hist. Bul. 22: 343-344.

Nardus ciliaris L., 1753, Sp. Pl., p. 53.

Sincerely yours,

M. C. Merrill

M. C. Merrill,
Chief of Publications.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INFORMATION
Washington

January 16, 1942

MEMORANDUM FOR BUREAU EDITORS

In editorially reviewing manuscripts supposed to have been carefully edited in detail in the originating bureaus, the editors in the Editorial Section in this office have at times noted numerous deviations from the Style Manual, or lack of sufficient attention to its requirements or those of the Department style or policy. As their time is fully occupied with the important matters of Department and publication policy, effective organization of manuscripts, clarity of presentation, accuracy of statements or data, and general effectiveness or service of the published material for the audience to be reached by it, it is an extra drain upon their time and attention to have to be on the alert for the minor matters of style that should be fully known to those handling and preparing the copy in the bureaus.

It is therefore planned that henceforth we shall immediately examine the copy after the sheets have been made out notifying the bureaus that the material is on hand, and if the manuscript shows extensive lack of careful preparation in regard to the minor matters of style, we shall return it at once to the originating bureau for this preparation while we are waiting for the return of the notification sheets from the bureaus. This procedure should not delay, but should actually expedite, the passage of the manuscript through this office. Of course it may later be returned to the originating bureau for consideration of comments from other bureaus or this office.

To further assist our editors and save their time in looking up the references, will all bureau editors henceforth please send along with new manuscripts and revisions copies of any available publications closely related to the subject matter covered in the copy? This material is always useful in the examination of the manuscript and the editorial review of the new material.

M. C. Merrill,
Chief of Publications.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INFORMATION
WASHINGTON

January 20, 1942

MEMORANDUM FOR BUREAU EDITORS

Graphs accompanying manuscripts for publication reach this office in three forms: Final form, on graph paper, on plain paper. The final form is checked in the Section of Illustrations, and the others are completed there.

The final form is achieved by a draftsman who either sketches in the figures on cross-section paper and then traces them onto linen or plain paper, or draws in the figures on blue cross-section paper and then inks in black the final lines. If the figures are submitted on graph paper, in what is intended to be final form, the paper should be ruled in blue, since in the reproduction the blue rules can be filtered out, whereas orange and green lines cannot be.

If only orange- or green-ruled paper is available, the curves or figures should be given as accurately as possible. The lettering, however, may be only roughly or tentatively done, as the graph will have to be retraced onto plain or blue-ruled paper in the Section of Illustrations, at which time the lettering will be done finally.

The construction of graphs or figures on plain paper should be discouraged as far as possible. As it takes more time to draw guide lines and measure the distances, and also to verify them in editorial checking, when graphs are prepared on plain paper than on cross-section paper, it is suggested that hereafter the regular printed cross-section paper be used. The paper should, of course, be of good quality to ensure regularity of the printed lines.

M. C. Merrill,
Chief of Publications.